



**DIGITAL COMPOSITION SPECIALIST III
DEPARTMENTAL PROMOTIONAL SPOT EXAMINATION
EXAM CODE: 6OE16
Schem Code: RH84 Class Code: 7258**

Department(s):	California Governor's Office of Emergency Service (Cal OES)
Opening Date:	09/01/2016
Final Filing Date:	09/16/2016
Monthly Salary:	\$4262.00 - \$5335.00
Exam Type:	Departmental Promotional
Spot Location:	San Luis Obispo, California

This is a Departmental Promotional Examination for the California Governor's Office of Emergency Services. Applications for this examination will not be accepted on an open basis.

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY

This is a promotional examination for the California Governor's Office of Emergency Services. Competition is limited to employees who meet the minimum qualifications and

- 1) Must have a permanent civil service appointment with the California Governor's Office of Emergency Services. Employees who have limited-term appointments in the department (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional exams in the department **or**
- 2) Must be a current or former employee of the Legislature for two or more years as defined in Government Code (GC) Section 18990; **or**
- 3) Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC Section 18992; **or**
- 4) Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC Section 18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

HOW TO APPLY

Applications must be POSTMARKED no later than 5:00 p.m. on the final filing date. FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked, personally delivered or received via inter-office mail after the advertised Final File Date will not be accepted.

NOTE: The examination title(s) and code(s) must be indicated on the application.

SUBMIT STATE APPLICATIONS ONLY TO THE ADDRESS INDICATED BELOW. DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR). Applications may be obtained at www.jobs.ca.gov and www.caloes.ca.gov on the Internet or at any Employment Development Department office.

FILE BY MAIL / IN PERSON:

California Governor's Office of Emergency Services
Employment Services Branch – Examinations
3650 Schriever Avenue
Mather, CA 95655

FINAL FILE DATE INFORMATION

Once you have taken the examination, you may not reapply for twelve (12) months.

Final File Date: September 16, 2016

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements mark the appropriate box on the application. A Special Testing Arrangements Questionnaire will be sent to you for completing and returning to the California Governor's Office of Emergency Services for review and approval. If you have questions regarding special testing arrangements please call the California Governor's Office of Emergency Services, Recruitment and Selection Services at (916) 845-8321. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, voice line at 1-800-735-2922.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected.

Resumes are optional.

MINIMUM QUALIFICATIONS

Education Requirements: Equivalent to completion of the twelfth grade. **AND**

Either I

One year of experience in the California state service performing the duties of a Digital Composition Specialist II.

Or II

Four years of broad and extensive experience in the application of page layout or graphic design software for use in the creation of forms, charts, business cards, letterhead, envelopes, newsletters, announcements, diagrams, brochures, or other publications.

Or III

Three years of broad and extensive experience in the application of page layout or graphic design software for use in the creation of forms, charts, business cards, letterhead, envelopes, newsletters, announcements, diagrams, brochures, or other publications; and possession of a postsecondary certificate of completion of a business or vocational course of study in page layout and/or graphic design software with an emphasis on publishing.

NOTE: Applicants using education to meet the minimum requirements **MUST** provide a copy of your diploma, official/unofficial transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application.

POSITION DESCRIPTION & LOCATION(S)

The Digital Composition Specialist III is the advanced journey level of the series. Under direction, incumbents perform the most complex work utilizing high-end software and a variety of equipment in developing layout formats for final publication to meet client specifications. Typical tasks include, but are not limited to, reviewing electronic files and assigning or editing color elements according to specifications; electronically making full range color corrections of full color pictures as directed by the client; reviewing trapping requirements for multicolor and 4-color process work; performing basic

programming that guide the user in preparing "intelligent" electronic forms; may encode documents to create coded programs which describe page layouts; and reformatting documents for placement on the Internet. Incumbents exercise the highest degree of judgment in determining the most appropriate technique, preparation, and set up of the electronic file for production, and understanding the key variables to be adjusted. The Digital Composition Specialist III is the troubleshooter for identification of publication problems.

Positions exist in San Luis Obispo, California.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work at night and overtime; color vision sufficient to perform the essential functions of the job; work as a member of a team; and work cooperatively and interact courteously with all levels of staff, customers, vendors, and other parties.

EXAMINATION INFORMATION

This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

The California Governor's Office of Emergency Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SCOPE OF EXAMINATION

Knowledge of: Proper punctuation, spelling, and grammar; basic printing typography including fonts, point sizes, and spacing; page layout software; computer operating systems; basic printing and publishing terminology; proper equipment maintenance; page design; basic mathematical computations; basic principles, capabilities, and operation of computer systems; inks, paper, and other material used in publication manufacturing processes; preparation of materials to be used in publishing; methods, equipment, and materials used in form design and layout techniques, composition, offset printing, and electronic publishing; color theory; color separation and imposition; computer networks; color separations for 4-color process printing; basic computer programming techniques; basic relational databases.

Ability to: Communicate effectively; learn and apply office policies, rules, regulations, and procedures; follow oral and written directions; use specialized software applications in the composition of various publications; convert and transmit electronic files; respond to multiple work priorities; independently plan, typeset, and prepare copy for publication; prepare files for imaging; identify software/hardware problems associated with the creation and production of text and graphics; interpret job specifications; select and apply page imposition; maintain output devices and may calibrate if necessary; create files suitable for electronic publishing; create digital proofs for client approval; train other staff on software application and development of forms and publications; consult with customers on proper file preparation for the publication process; analyze critical and problematic situations and make recommendations for appropriate action; discern key issues from complex production problems and develop or negotiate effective solutions; identify system/equipment incompatibilities; instruct customers in all technical aspects of file preparation; perform complex electronic file conversions; perform basic programming.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list has been established for the California Governor's Office of Emergency Services. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in the period. Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

CAREER CREDITS

Career credits do not apply and will not be added to the final score of this examination.

EMPLOYEE BENEFITS

The California Governor's Office of Emergency Services offers benefits in the following areas, including but not limited to:

- Health, Dental, and Vision
- Cash Benefit Programs
- Disability Insurance
- Beneficiary/Survivor Benefits
- Retirement Benefits
- 401(k) and 457 Deferred Compensation plans
- Vacation, Sick, and other Paid Leave
- Training Courses

A complete list of all benefits may be viewed at <http://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx>

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow, or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorable discharged or releases. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

CONTACT INFORMATION

California Governor's Office of Emergency Services,
Employment Services Branch
3650 Schriever Avenue
Mather, CA 95655
Email: Lillian.Fomi@caloes.ca.gov
Phone: (916) 845-8321

GENERAL INFORMATION

The California Governor's Office of Emergency Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the California Governor's Office of Emergency Services, three days prior to the written test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the California Governor's Office of Emergency Services, 916-324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in San Luis Obispo. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and work cooperatively with others; and a state of health consistent with the performance of the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Governor's Office of Emergency Services Recruitment and Selection Services, 3650 Schriever Ave, Mather, CA 95655. Voice (916) 845-8321 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-735-2929.